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Automation Overview

OBJECTIVE:

- **Action** – To understand computer terminology and develop the skills necessary to supervise the use of a workstation.

- **Standard** – To effectively identify computer workstation problems, or potential problems, and to acquire the knowledge and skills required to apply corrective measures.

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Advantages of Technology

Past to Present Technology

- Can you learn technology TODAY and still use it TOMORROW?

Advantages of Computers – The Need

- War – Science – Large Businesses – Education.

  Microprocessor and the PC.

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Advantages of Technology

Advantages of Computers – Management

A tool for Management to use depending upon the type of activity:

- Science
- Education
- Business
- Control (Manufacturing)

The computer took my JOB!

Categories of Computers.

- Super Computers
- Mainframe Computers
- Mini Computers
- Micro Computers

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Advantages of Technology

What Computers Offer

- Wide variety of TOOLS to supervise and manage a business.

- Greatest Advantage:
  - Process and Store Large Amounts of Information
  - Retrieve Information Fast and Accurate
  - Aide in Decision Process
  - Cost Effective

The more information that a manager has available, the more

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Computer Terms and Definitions

Language and Terms

- Typical Advertisement - Specifications.

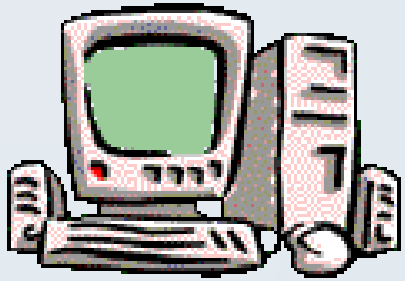
  - 667 MHz Intel Processor
  - 20 Gb Ultra DMA Hard Drive
  - 64 Mb RAM (SRAM)(DRAM)(SDRAM)
  - 12X CD/RW
  - DVD
  - V.90 K56 Fax Modem
  - 16 Mb 3D Graphics

- But what does it all mean….

Computer Terms and Definitions

Language and Terms

- Computer Terms.
  - Central Processing Unit (CPU)
  - Megahertz
  - Kilobyte, Megabyte, Gigabyte, Terabyte, X-byte
  - RAM, ROM
  - Hardware, Software
  - On-Line, Download
  - Drag-Drop, Cut-Paste
  - Save, Save As
  - Multitasking



Computer Terms and Definitions

Definition of Terms

- Provide a Definition:
  - Central Processing Unit (CPU)
  - Megahertz
  - Kilobyte, Megabyte, Gigabyte, Terabyte, X-byte
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  - On-Line, Download
  - Drag-Drop, Cut-Paste
  - Save, Save As
  - Multitasking

Computer Terms and Definitions

Computer Components - Software

– Software is the set of instructions that "tell" a computer to perform a specific task.

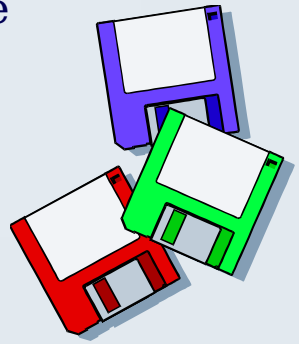
- Possible Computer Problems – Software:
  - Not enough RAM
  - Improper Loading
  - Run out of Systems Resources
  - User Failed to Follow Correct Steps
- Solutions:
  - Following Instructions and Procedures
  - Training

Computer Terms and Definitions

Computer Components - Hardware

– Physical “devices” of, or attached to, a computer system.

- Types and Possible Problems:
  - Input Devices – Drivers / Malfunction
  - Output Devices – Drivers / Malfunction
  - Memory
    - ROM –System Fails to Boot / Corrupted
    - RAM – Insufficient / Add More
  - CPU
    - System Circuitry / Replace
    - Drives and Devices / Replace
- Storage Failures



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Computer Skills Demonstrated

Start Here Windows Guide, Chapter Two:

Login and Desktop Familiarization:

- Log on to Windows
- Start using Windows
- Help Procedures
- Identify Icons on the Desktop
- Opening, Closing, and Switching between Programs
- Mouse Work
- Files and Folder Organization

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Computer Skills Demonstrated

Start Here Windows Guide, Chapter Three:

Desktop Set-up:

- Start Menu Options
- Control Panel Options
- Desktop Color Schem
- Wall Paper
- Screen Savers
- Modifying Settings

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Applied Computer Skills

Start Here Windows Guide, Chapter 2 & 3:

Systems Security and Login Procedures

- Log on to Windows
- Start using Windows

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Applied Computer Skills

Start Here Windows Guide, Chapter 2 & 3:

Desktop Setup Procedures

- Display Settings
- Identify Icons on the Desktop
- Files and Folder Organization

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Applied Computer Skills

Start Here Windows Guide, Chapter 2 & 3:

Launching and Running Programs

- Opening, Closing, and Switching between Programs

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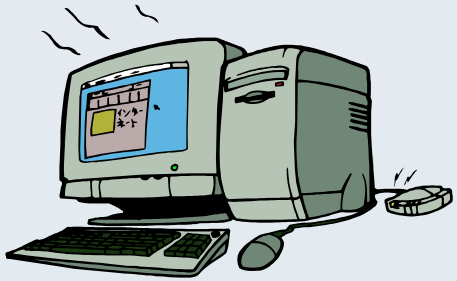
Applied Computer Skills

Start Here Windows Guide, Chapter 2 & 3:

Managing Application Tasks

- Task Manager
- Administrative Tools



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Applied Computer Skills

Start Here Windows Guide, Chapter 2 & 3:

Securing the Workstation

- Locking a Workstation
- Logging Off the Workstation
- Shutting Down the Workstation

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Management and Supervision of the Workstation

- **Systems Security and Login Procedures**
- **Systems Performance and Diagnostics**
- **Monitoring Users – Authorized Access**
- **Monitoring Users – Misuse of the System**

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Summary

TLO:

- **Action** – To understand computer terminology, and develop the skills necessary to supervise the use of a workstation.

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Summary

- **Advantages of Technology**
  - Past to Present
  - Advantages of Computers – The Need
  - Advantages of Computers – Management
    - What Computers Offer
- **Computer Terms and Definitions**
  - Language and Terms
    - Computer Definitions
    - Computer Components –

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Summary

- **Computer Skills Demonstrated**
  - Login and Desktop Familiarization
  - Desktop Setup
- **Management and Supervision**
  - Systems Security
  - Performance and Diagnostics
  - Monitoring Users
  - Backups
- **Applied Computer Skills**